



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Metropolitan Washington

OFFICIAL ENTRY FORM
2020-2021 ACEC/MW ENGINEERING EXCELLENCE AWARDS

Please furnish all information requested below for each entry (both submitting firm and owner/client signatures required). Firm, project, and client / owner's names should be typed or printed as they are to appear on the award. Please limit the project name to 45 characters. Entries will not be considered without prior payment of the ACEC/MW EEA Entry Fee.

Project Name: _____

Project Location (City, State, Country): _____

Judge this entry in the following category (check one):
(see ACEC/MW EEA Criteria and Entry Submission Instructions for full listing)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Non-Design
[Studies, Research, and
Consulting Engineering Services] | <input type="checkbox"/> Structural Systems | <input type="checkbox"/> Water & Storm Water | <input type="checkbox"/> Small Projects |
| <input type="checkbox"/> Facilities – Building /
Technology Systems | <input type="checkbox"/> Surveying & Mapping
Technology | <input type="checkbox"/> Water Resources | <input type="checkbox"/> Energy |
| | <input type="checkbox"/> Environmental | <input type="checkbox"/> Transportation | <input type="checkbox"/> Industrial and Manufacturing
Processes and Facilities |
| | | <input type="checkbox"/> Special Projects | |

THE FIRM:

Name of Firm:	
Contact Person:	
Title:	
Signature:	
Address:	
City / State / Zip:	
Phone:	
Fax:	
Email:	

AUTHORIZATION:

I hereby authorize submission of this project in the ACEC/MW 2020-21 competition:

Sr. Executive / Principal:	
Title:	
Signature:	
Phone:	
Email:	
Complete the information below only if different than firm information above.	
Firm:	
Address:	
City / State / Zip:	

THE CLIENT / OWNER(S)

I currently believe the work of the engineer meets the intended uses and expectations for the project and hereby grant permission to enter this project in the ACEC/MW 2020-2021 EEA competition and authorize publication of its outstanding features, unique aspects, or innovations. I confirm that the project was substantially completed and ready for use between November 1, 2018, and October 31, 2020.

Client / Owner(s):	
Client / Owner Representative	
Title:	
Signature:	
Email:	

Submission Instructions

Submit your complete and final entry to the ACEC/MW offices (info@acecmw.org) by **October 23, 2020**. In addition to the completed **Official Entry Form**, please submit ***ELECTRONIC COPIES only*** of:

- **Executive Summary:**
 - One page, single-sided maximum length, 12 pt. minimum font
 - Project title and entry category must appear at the top of the page
 - Describe the problem and solution

- **Project Description:**
 - Six page, single-sided maximum length, 12 pt. minimum font
 - Project title and entry category must appear at the top of the page
 - Project Description may combine text, photos, graphs, etc.
 - Describe the role of the entrant's firm in the project
 - Explain the role of other consultants participating in the project
 - Brief description of the entrant's contribution to the project addressing each of the following:
 - original or innovative application of new or existing techniques
 - future value to the engineering profession and perception of the public
 - social, economic, and sustainable design considerations
 - complexity
 - exceeding client / owner needs. Include budgeted cost, actual cost, schedule and actual date of completion information.
 - *Include total project construction budget cost, total project construction actual cost, entrant's portion of the total project construction budget cost, entrant's portion of the total project construction actual cost, and project scheduled and actual dates of completion (as indicated on the Electronic Project Submission Form). Reminder: These costs are not Engineering Fees.*
 - **SUMMARY:** Describe in layman's terms why this project is worthy of special recognition (word count between 100 - 500 words). Explain all factors that exhibit the project's uniqueness and complexity, such as innovative engineering, challenges faced and overall social impact. **NOTE:** This summary may provide the basis for all ACEC/MW's publicity on the project.

NON-DESIGN PROJECTS: In addition to the requirements above, non-design project entries should be supplemented by a report with results of findings, graphs, drawings, etc.

Photographic Display Board or Project Video: If our 2020 EEA Gala is held in person, then a Photographic Display Panel must be submitted for each project prior to the EEA Gala. See ACEC National's website for Panel requirements (but note: ACEC/MW does NOT use Velcro to display our panels; please provide a panel that can stand on an easel).

New for 2020: If our EEA Gala is a virtual event, then we will ask for videos highlighting entries in lieu of display panels. Please stay tuned for additional information about video requirements.